

POSITION TITLE: TRAINING SPECIALIST II -
Staff Development

DEPARTMENT: Human Resources Division

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

POSITION #: 004193

Performs routine training work. Work involves planning, organizing, and conducting educational and training programs. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

- A. Assesses and analyzes training needs; researches, develops, reviews, and assesses training programs and materials and recommends modifications; formulates learning objectives; and plans, designs, and develops methods for the assessment and evaluation of training effectiveness.
- B. Conducts on-site agency training; develops and prepares curricula and course outlines; and plans and develops instructional methods, training aids, manuals, and other materials.
- C. Participates in the planning and development of specialized training, staff development, and continuing education programs.
- D. Prepares documents and manuals for in-house publication; and participates in preparing reports.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Human Resources, Business Administration, Education, or a related field preferred. Each year of experience as described below in excess of the required two years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Two years full-time, wage-earning educational paraprofessional, human resources, technical program support, teaching, training, or staff development experience.
3. Experience in developing or conducting training preferred.
4. Computer operations experience preferred.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: TRAINING SPECIALIST II -
 Staff Development

SALARY GROUP: B15

DEPARTMENT: Human Resources Division

Page 2 of 2

B. Knowledge and Skills

1. Knowledge of training procedures and techniques.
2. Knowledge of adult education principles, practices, and techniques.
3. Knowledge of group process, group dynamics, and classroom management.
4. Knowledge of instructional and curriculum design preferred.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill in public address and conducting training programs.
10. Skill to assess training needs and participate in the development of training programs.
11. Skill to develop training objectives and requirements and assess the effectiveness of delivery.
12. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
13. Skill to develop instructional materials and utilize instructional aides.
14. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, presentation, or publisher software programs.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, educational aides, LCD projectors, hand truck, wheel cart, dolly, pallet jack, and automobile.